



The Pingry School College Counselor

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students, of whom 50% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary

The Pingry School seeks a dynamic full-time **College Counselor** to join a diverse academic community and an office of five. Reporting to the Director of College Counseling, the College Counselor will be responsible for:

- Counseling students on all aspects of the college search, application, and admission process, both in one-on-one meetings and small group.
- Writing comprehensive, lively, and individualized profiles for each advisee in their group of approximately 30-35 students.
- Working closely with parents and educating the entire community, including faculty, Trustees, and alums, on the college admission process.
- Maintaining existing relationships with colleges and fostering new partnerships with admission professionals, through campus visits, counselor calls, and other professional development opportunities.
- Staying current on admission trends and pro-actively engaging colleagues in conversation regarding college admissions. This may include sharing articles, researching professional development opportunities, hosting college visitors, and arranging special college-related programs for members of the Pingry community.
- Collaborating with their counseling colleagues and pitching in to help run college-sponsored events.

Qualifications

The successful candidate is an effective and empathetic communicator with experience at the high school or college level. He, she, they should understand how to manage and skillfully reset expectations, using their broad knowledge base and colleagues' expertise to proactively engage with families. Required qualifications include:

- A bachelor's degree, at least five years' experience in college counseling or college admissions, significant knowledge of the college process and trends in competitive college admissions
- Strong communication skills and a commitment to fostering a student-centered, inclusive, and welcoming office and school community

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



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- A positive attitude and an ability to help teenagers and their families find the joy in their search process and the silver lining in the outcome
- An optimistic, innovative spirit and a desire to stay current, especially in areas such as technology, research, and social media
- A commitment to being accessible to students and families via email in the evening or on weekends, especially during critical times (submission due dates, for instance)
- An interest in contributing to other areas of school life (coaching, teaching, volunteering etc.)
- An honorable character, commitment to intellectual engagement, appreciation for stewardship and sustainability, ease with diverse constituencies, and demonstrated commitment to an inclusive school community.

Interested candidates should send a cover letter and resume to Timothy Lear, Director of College Counseling at tlear@pingry.org and Dr. Delvin Dinkins, Assistant Head of School–Basking Ridge Campus at ddinkins@pingry.org.

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